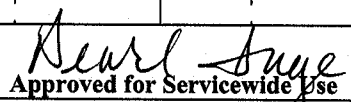


POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced) Standard Position Description						3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No. S000076					
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt						8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)						11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive									
13. Competitive Level Code						14. Agency Use											
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date			
a. Office of Personnel Management																	
b. Department, Agency or Establishment																	
c. Second Level Review																	
d. First Level Review		Contract Specialist				GS		1102		5							
e. Recommended by Supervisor or Initiating Office																	
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)											
18. Department, Agency, or Establishment U. S. Department of the Interior						c. Third Subdivision											
a. First Subdivision U. S. Fish and Wildlife Service						d. Fourth Subdivision											
b. Second Subdivision Regions						e. Fifth Subdivision											
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)											
Signature _____ Date _____						Signature _____ Date _____											
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position GS-1102, 12/83											
Typed Name and Title of Official Taking Action						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.											
Signature _____ Date _____																	
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier																	
24. Remarks																	
<div style="text-align: right;">  4-28-83 Approved for Servicewide use </div>																	
25. Description of Major Duties and Responsibilities (See Attached)																	

Contract Specialist GS-1102-5

A. INTRODUCTION

The purpose of this position is to serve as a entry level Contract Specialist for the US Fish & Wildlife Service with responsibility for performing professional work involving the procurement of supplies or services using formal advertising or negotiation procedures. Some examples of items procured would include: construction material, heavy equipment, construction of hatchery/refuge facilities, structural and living quarters, rehabilitation of public buildings, construction of dams and bridges, architect-engineer (A-E) services, janitorial services, ADP programming services, ADP hardware and software, various supplies in support of the hatchery/refuge facilities, contracts for installation of building equipment systems. Other unique requirements include intra/interagency agreements, cooperative agreements, and grants.

B. MAJOR DUTIES

As a trainee Contract Specialist performs routine assignments such as the following:

Reviews requisitions to determine that proper specifications or purchase descriptions are included in solicitation documents. Selects clauses to cover special conditions, such as inspection and acceptance, marking and packaging, quantity variation, price differential, or transportation costs. Contacts technical personnel to resolve questions of applicability of specifications, classifications of terms, or acceptance of substitute items.

Verifies and completes data entry of contract/order obligations, modifications, and payments into the Federal Finance System (FFS), through a computer terminal and disseminates appropriate documentation to affected offices.

Receives and places telephone calls, as well as responds to requests for general information from callers.

Establishes and maintains files according to subject matter, or applicable contracts. Searches files for requested information.

Prepares routine correspondence, reports, etc., concerning office operations.

Prepares Federal Business Opportunities Notices with information provided by a higher graded Contract Specialist for electronic transmission.

Prepares routine Federal Assistance Award Data System (FAADS) Reports.

Prepares Contract Files for the National Archives Record Center for proper disposition with established destruction dates.

C. FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION

A foundation of basic knowledge, such as may have been gained through a baccalaureate program or its equivalent in experience, and skill in performing trainee and development assignments and learning the substantive work of the occupation. This includes:

Knowledge and skill to draw conclusions and make recommendations by analyzing facts and conditions, and making comparison of prices, discounts, delivery dates, or handling charges.

Knowledge of arithmetic practices used in business (e.g. discounts and warranties) sufficient to compare prices on recurring types of procurements.

Knowledge and skill to apply guideline material by reading and interpreting procurement regulations and technical material, and translating the guidance into specific actions, e.g., assisting in the preparation of solicitation documents.

Knowledge of report writing techniques to present factual information clearly, to write procurement memoranda and minutes of meetings, and to draft simple contract provisions and supporting documentation.

Skill in dealing with others in a work relationship to present information orally and to accomplish a given purpose.

2. SUPERVISORY CONTROLS

Assignments are made by the supervisor with general instructions as to what is to be done, time frames, and priorities, including discussions as to problems to be anticipated. When aspects of the work are new or unusual, the supervisor specifies sources of information. The employee selects work methods to use in individual transactions within established procedures, but is expected to obtain advice from the supervisor. The supervisor reviews completed work for technical accuracy and for completion in terms of compliance with instructions and with applicable procurement procedures and policies.

3. GUIDELINES

Specific, detailed guidelines covering all aspects of the procurement actions are provided to the incumbent, who is serving in a trainee capacity. Typical guidelines are instructional material, procurement regulations, and standard operating procedures of the local office. These are applicable to a variety of standard tasks relating to one or more of the functional areas of contracting, and are designed to familiarize the incumbent with the basic laws governing the procurement process and with procedures of the agency.

4. COMPLEXITY

Assignments usually involve a variety of specific, related tasks designed to instruct the incumbent in procurement procedures and practices, such as gathering and providing factual information, or performing tasks in support of higher level specialists.

Decisions at this level involve making choices from among a few clearly recognizable alternatives. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions, or other differences of a factual nature. Contracts are usually assembled from standard forms.

5 SCOPE AND EFFECT

The purpose of the work is to perform a few specific, simple contracting tasks. Tasks are selected primarily for training purposes to orient the employee in the principles and practices of contracting and to equip the employee to assume more responsible duties. The work products facilitate the work of other contract specialists within the immediate organization in completing contracting actions.

6. PERSONAL CONTACTS

Personal contacts are primarily with other workers within the organizational unit or with program organizations. Occasional contacts are with representatives of commercial contractors or with other Government agencies, usually occurring in a moderately structured setting.

7. PURPOSE OF CONTACTS

Contacts with other contract specialists are to discuss interpretations of contracting precedents and to coordinate work assignments. Contracts with customer organizations are to discuss and furnish information on clarity of specifications, potential sources, prices, and substitution of items. Contacts with suppliers are to discuss procurement needs, including the nature, quality, and condition of items or services; to obtain information concerning availability of items, delivery date, discounts, and similar information; and to reach an agreement through negotiation on a fair and reasonable price. Contracts with other Government agencies are to obtain performance data on prospective contracts, to obtain certificates of competence on small business firms from the Small Business Administration.

8. PHYSICAL DEMANDS

The work of this position is generally sedentary, with occasional standing, walking, and bending.

9. WORK ENVIRONMENT

Work is normally performed in an office setting with periodic visits to the field offices.